TO:     All IV-D Agents                          KASES Network Memo # 53
        Staff
        Division Of Child Support
        Division Of Service Regions
        Child Support Section

FROM:   Dietra Paris  DP/SPV
        Commissioner

DATE:   February 2, 2002

SUBJECT: KASES Automatic Wage Withholding

One of the Welfare Reform mandates is to implement automatic wage withholding on delinquent accounts.  The Automatic Wage Withholding process soon to be migrated to KASES is based on the presence of an employment segment for the noncustodial parent, and is keyed off New Hire data received on a case.  When New Hire data for a case with an order is received, the system automatically generates the first two pages of an Order/Notice to Withhold Income for Child Support (Form CS-89) for current support if specific criteria are present.

The following criteria apply to cases with an order start date on or after 11/1/90 with or without an audit date present. **The same criteria apply to orders dated before 11/1/90 with one additional item.  A CS-89 is sent if the order start date is less than or equal to 11/1/90 and a Date of Delinquency (DOD) event is present on the case.**

- case status is OPEN and the IV-D case type is not NIVD,
- process status is COLL, DELQ, or ENFI,
- CFC payee indicator is set to Y (YES), and
- total arrears balance is >$0.

The Automatic Wage Withholding process bypasses cases that have the following criteria.

- NCP has multiple cases,
- cases with county code 056,
- the Federal Income Tax indicator on arrears subaccount is set to N (NO),
- cases that have received a collection by wage assignment within the last 45 days, and
- there is no MAIL address type for the NCP or CP.

When the automated CS-89 is generated, the system creates a new order with ORDER TYPE CS89 and FILE # ADMIN followed by the IV-D number (ADMDINXXXXXXXXXX). All additional information from the previous order is brought forward. The system also sets the subaccount wage withholding indicator to Y, and displays a CS89 transaction type on the Case Account Statement screen (ASEFAA). An ADWG case event is created with the appropriate KASESXXX worker number as the initiating worker.

The CS-89 is generated in duplicate. One copy is sent to the NCP's employer by certified mail and one copy is sent to the NCP by regular mail. A CM service of process record is created for the CS-89 sent to the employer.

A migration notice will be sent to inform staff when the automatic wage withholding process is migrated to KASES.